



JOINT READINESS TRAINING CENTER AND FORT POLK
CIVILIAN PERSONNEL ADVISORY CENTER
FORT POLK, LOUISIANA 71459-5341



"A Return to Prominence – One Satisfied Customer at a Time"

CPAC INFORMATION BULLETIN
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NSPS INFORMATION UPDATE

January 2008 NSPS Payout

Under NSPS, employees receive pay increases from pay band adjustments, local market supplements and performance payouts.

Every year organizations set aside funding for performance payouts. Performance payouts are based on final ratings of record and may be paid out in the form of a base salary increase, bonus or a combination of the two.

Government-Wide Pay Increase (GPI)

The 2008 Government-wide pay increase (GPI) for Federal employees is 3.5% of which 2.5% is an increase to base salary and 1.0% is for locality pay/local market supplement adjustments.

Under NSPS, the GPI is allocated as follows:

- Sixty percent of the base salary increase (or 1.5%) is applied to pay band adjustments for employees who received a final rating of record of 2 or higher.
- Forty percent of the base salary increase (or 1.0%) is allocated to Element 2 of pay pools and paid out as performance-based base salary increases to employees who received a final rating of record of 3 or higher.
- Local market supplement adjustments are granted in the

same manner and extent as GS locality pay for employees who received a final rating of record of 2 or higher.

Employees who did not receive a 2007 final rating of record receive the equivalent of the January 2008 GPI.

Performance-Based Pay Increases

For 2008, payouts are effective on January 6, 2008. Employees who receive a final rating of record of 3 or higher are eligible for performance-based payouts. Pay pools are used to manage the reward process, and each is funded based on a percentage of the total base salaries of employees in the pay pool.

The pay pool fund consists of three elements:

Element 1 – Represents base pay funds historically spent on within-grade increases, quality-step increases, and promotions between General Schedule grades that no longer exist in NSPS. Element 1 funds are typically paid out as base salary increases but may also be paid out as bonuses. *For 2008 payouts, this percentage is 2.26% in the aggregate and may vary by pay pool.*

Element 2 – Represents funds available from the GPI. Money from this source is used for base salary increases. *For 2008 payouts, Element 2 is set at 1.0 percent (40% of the base salary increase of the GPI).*

Element 3 – Represents funds historically spent on performance-based bonuses. *For 2008, this amount varies by organization.*

2008 Payout – Putting It All Together

The table below summarizes what employees under NSPS are eligible to receive:

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Final Rating of Record	Employees are eligible to receive...
5 – Role Model	<input type="checkbox"/> Pay band adjustments
4 – Exceeds Expectations	<input type="checkbox"/> Local market supplement increases
3 – Valued Performer	<input type="checkbox"/> Performance-based pay
2 – Fair	<input type="checkbox"/> Pay band adjustments <input type="checkbox"/> Local market supplement increases
1 – Unacceptable	<input type="checkbox"/> No increases

Frequently Asked Questions

Question: In January 2008, do NSPS employees receive a general increase in base salary?

Answer: Yes. Employees with a final rating of record of 2 or higher receive a base salary increase of 1.5%.

Question: Do NSPS employees receive local market supplement adjustments?

Answer: Yes. Employees with a final rating of record of 2 or higher receive a local market supplement adjustment equivalent to locality pay under GS.

Question: What happens to employees who do not have an NSPS rating of record and are not eligible for an NSPS performance payout?

Answer: These employees (including those covered by Spiral 2) receive the equivalent of the January 2008 Government-wide pay increase through a pay band adjustment of 1.5% of base salary and an additional base salary increase of 1.0%. In addition, they receive a local market supplement adjustment.

Question: Is the GPI the same as a COLA?

Answer: No. The GPI is comprised of two components: (1) an across the board base salary increase based on the change in private sector pay as measured by the Employment Cost Index (ECI); and (2) an increase based on locality. Generally, these are adjusted annually by an Executive Order following an appropriation bill from the Congress.

A COLA, or Cost of Living Allowance, is an allowance paid by the government to white collar civilian Federal employees in Alaska, Hawaii, Guam and the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. NSPS does not change COLAs. Additional information on COLAs can be found on the OPM web page at <https://www.opm.gov/oca/cola/index.asp>

Congratulations!

The IMCOM and Operations Group Pay Pool Managers and Pay Pool Panels can be congratulated for the successful execution of their first Pay Pool Panel deliberations. Judging from the comments we've received, most employees in the pay pools were excited about the results. **Way to Go!**

SPECIAL ANNOUNCEMENTS

2008 ANNUAL WEINGARTEN NOTICE

NOTICE TO ALL BARGAINING UNIT EMPLOYEES FROM THE DIRECTOR, CIVILIAN PERSONNEL ADVISORY CENTER

1. Pursuant to the provisions of the Civil Service Reform Act, this is to advise that effective 11 January 1979 employees in units represented by an exclusive labor organization have the right to request union representation at an examination by a representative of the agency in connection with an investigation if the employee believes the examination may result in disciplinary action.

2. Section 7114(a) of the Civil Service Reform Act of 1978 states that:

"(2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at --

(B) any examination of an employee in the unit by a representative of the agency in connection with an investigation if --

(i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and

(ii) the employee requests representation."

3. Therefore, as required by Section 7114(a) (3), you are hereby given annual notice of the right set forth in this provision.

3 January 2008

//Original Signed//

DONALD R. MALLET

Director, Civilian Personnel Advisory Center

FAMILY AND MEDICAL LEAVE

In accordance with controlling regulations, employees must be informed of their entitlements and responsibilities under the Family and Medical Leave Act, including the requirements and obligations of employees. This serves as our annual notice.

Entitlement

Under the Family and Medical Leave Act of 1993 (FMLA), most Federal employees are entitled to a total of up to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

- The birth of a son or daughter of the employee and the care of such son or daughter;
- The placement of a son or daughter with the employee for adoption or foster care;
- The care of a spouse, son, daughter, or parent of the employee who has a serious health condition; or
- A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.
- Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and Office of Personnel Management regulations for using annual and sick leave, for any unpaid leave under the FMLA. (The amount of sick leave that may be used to care for a family member is limited.) FMLA leave is in addition to other paid time off available to an employee.

Job Benefits and Protection

Upon return from FMLA leave, an employee must be returned to the same position or to an "equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment." An employee who takes FMLA leave is entitled to maintain health benefits coverage. An employee on unpaid FMLA leave may pay the employee share of the premiums on a current basis or pay upon return to work.

Advance Notice and Medical Certification

An employee must provide notice of his or her intent to take family and medical leave not less than 30 days before leave is to begin or, in emergencies, as soon as is practicable. An agency may request medical certification for FMLA leave taken to care for an employee's spouse, son, daughter, or parent who has a serious health condition or for the serious health condition of the employee.

Additional Information

Additional information on FMLA may be found in JRTC & FP Reg 690-20 and on line at www.opm.gov.

**EMERGENCY SITUATION
(INCLEMENT WEATHER)**

It is within the administrative authority of a commander or head of an activity to close all or part of an activity and to administratively excuse employees when there is legal or regulatory authority established to permit the absence without charge to leave. This authority does not extend to periods of interrupted or suspended operations that can be anticipated far enough in advance to permit arranging for assignment to work areas or the scheduling of annual leave.

This serves to advise you of the means of employee notification in the event of an emergency situation due to inclement weather, reiterate early release and late arrival practices, and identify "Mission Critical Emergency" and "Emergency Employees" who are expected to report for, or remain at, work in emergency situations, unless otherwise notified.

First, when employees are off duty and a general emergency situation develops that may delay or prevent the workforce from reporting to work on time, they should:

- Tune to the following local radio and television stations:
 - 1) KVVP 105.7 / 95.7, Leesville
 - 2) KJAE 93.5, Leesville
 - 3) KALB-TV (5) (NBC), Alexandria
 - 4) KLAX-TV (31) (ABC), Alexandria
 - 5) KPLC-TV (7) (NBC), Lake Charles
 - 6) KLFY-TV (10) (CBS), Lafayette
- Log on to <http://www.jrtc-polk.army.mil>
- Assume reporting instructions are normal until receiving instructions to the contrary on one of the above official sources or from a supervisor.

Turning now to closure, early release and late arrival practices, the commander's exercise of authority outlined above in emergency situations will impact the leave treatment of appropriated fund civilian employees as follows:

Close/Suspend Operations:

If there is a decision to *Close/Suspend Operations*, excused absence is appropriate for: all employees, including those who:

- are scheduled, but failing to report
- are reporting after the period of closure begins
- those with scheduled leave

Those employees whose supervisors have informed them that their presence at work is necessary for reasons of morale, health, welfare or essential activities will not be granted excused absence.

Early Release (Installation Remains Open):

If inclement weather should result in a decision to release employees from duty early (before the regular close of business), only those employees on duty at the time an early dismissal is announced are entitled to excused absence. Employees who are already on approved leave when the early dismissal is announced are not entitled to excused leave. Examples: Early dismissal is announced at 1200 to be effective at 1400.

- Employees on duty at 1200 will be granted excused absence commencing at 1400.
- Employees on duty at 1200 may take annual leave up to 1400 and will be granted excused absence commencing at 1400.
- Employees who are on annual or sick leave at 1200 are not entitled to excused absence.
- Also, the decision can remain open and simply grant Liberal Leave – No excused absence will be granted due to inclement weather.

Late Arrival:

Inclement weather precludes employees from reporting on time. Excused absence granted (time specified by the commander) for those employees who ultimately report for work. For example, the announcement is made, “employees report 2 hours later than normal.” Employees who actually report to work are granted 2 hours of excused absence from the beginning of their tour on that day. Employees who do not report to work at all on that day would not be granted any excused absence.

Finally, with respect to “Mission Critical Emergency” and “Emergency Employees”, employees who occupy such positions or have been designated as a “Mission Critical Emergency” or “Emergency Employee” must be identified and informed of such by their supervisor. As such, these employees are expected to report for, or remain at, work to perform assigned duties in emergency situations, unless otherwise notified. Dismissal or closure announcements do not apply to you, unless instructed otherwise by your supervisor. If a designated employee does not report for work or remain at work as required, he or she may be charged annual leave, sick leave, credit hours, compensatory time earned, LWOP or absence without leave (AWOL), if appropriate. Additionally, formal disciplinary action may also be taken.

Questions regarding leave should be directed to your supervisor or an HR Advisor at the CPAC.



*Heaven forbid if something should happen to you while you are at work! What if you were to fall down the stairs becoming unconscious, get hit by a car, or, maybe, have a heart attack? Who would we get in touch with? To assist us in contacting your next of kin as soon as possible, it is **VERY IMPORTANT** that you register and complete all information in our Emergency Contact Database....your life may depend on it!*

The Army developed an automated emergency contact data base system as a result of the lessons learned from the September 11th terrorist attacks. All Appropriated and Non-Appropriated fund civilian employees are reminded and strongly encouraged to enter their emergency contact information. Instructions are listed below and can, also, be found on the Army website, at <http://cpol.army.mil/library/emergency/contacts/>. Registration and updates should be completed within 60 days.

The emergency data you provide will be stored and made available to only those authorized individuals who will be directly involved in the actual process of notifying your emergency contact(s) and processing or assisting with the necessary documents in the event of injury or death of an employee.

A screen consisting of the necessary data elements is available for you to complete on the Army website, <https://cpsapp2.belvoir.army.mil/emercontact/default.asp>.

In order to gain access to the data base and enter your emergency contact information, you will first need to register as a "new user".

Your social security number is being used since it is the one account that distinguishes you as an employee without duplication. Please note that when entering your social security number, it will not be displayed on the screen. As you enter your social security number, it will be represented on the screen by asterisks (*).

The next screen will provide you with instructions to establish your password. After you have established your password, you will be able to proceed and enter your emergency contact data. Once you have successfully

entered your emergency contact data, you can update and change the information as changes occur. You must enter your user id and password each time you wish to access your account to modify or update your existing data.

As a practical tip, if the primary emergency contact listed is not an immediate relative, it is important for you to inform your emergency contacts in advance about how to locate your next of kin and/or dependents.

Your cooperation is needed to enable us to promptly notify the emergency contact of your choosing. Failure to provide this information could result in delay in the notification to your next of kin in the event of an emergency or death. Disclosure of your social security number is voluntary; however, failure to provide your social security number may delay the notification process. You'll be asked to review your emergency contact data on an annual basis and help keep the information current.

If you do not have access to a personal computer or the internet, you should contact your first line supervisor.

You should also consider updating designation of beneficiary forms if you believe the information is out of date.

\$\$ PAY CORNER \$\$



Control Your Pay With myPay!

*Click on the MyPay Key above to be linked to
the MyPay System
Or*

Type into your browser:
<https://mypay.dfas.mil/mypay.aspx>

"ADDRESS CHANGES"

Any request for address changes should be directed to the Customer Service Representative (CSR), Mona Cauthen, Bldg 412, CPAC or to MyPay.

If an employee elects to update an Address in their myPay account or if the CSR updates the data, all personnel related databases will be updated -- DCPs, DCPDS, ABC-C, and TSP.

Any request for address change sent only to the CPAC Rear (formerly CPOC) will ONLY update your DCPDS records.

Employees may access information about myPay, via this link: <http://www.dfas.mil/army2/mypay.html>. This link provides information about myPay and instructs how to request a PIN.

TSP CORNER

WHAT'S NEW?

Employee Contributions — Beginning in 2006, there are no longer any percentage limits on employee contributions to the TSP. TSP contributions will be limited only by the restrictions imposed by the [Internal Revenue Code](#).

Elective Deferral Limit (I.R.C. Section 402(g)) — The elective deferral limit for 2008 is \$15,500. The limit for 2006 was \$15,000. See the Fact Sheet "[Annual Limit on Elective Deferrals](#)."

I.R.C. Section 415(c) Limit — The limit for 2008 is \$46,000. The limit for 2007 was \$45,000.

Catch-up Contributions — The limit on catch-up contributions for 2008 is \$5,000. It remains the same as the 2007 limit. If you are at least age 50 (or will become age 50 during the calendar year) and if you have made or will make the maximum amount of employee contributions for the calendar year (e.g., \$15,500 in 2008), you may also make catch-up contributions to your TSP account. See the Fact Sheet "[Catch-up Contributions](#)."

Participant statements are on-line in [Account Access](#) on this Web site. Click on [Your TSP Participant Statement](#) for more information.

Loan interest rate for new loans is 4.00%.

Annuity interest rate index: 5.125% for annuities purchased in December 2007 and 4.875% for January 2008. [Click here](#) for historical annuity interest rates.

Your account balance is updated each business day. To access your account balance on this Web site, you will need your TSP account number and your 8-character [Web Password](#). To obtain your account balance from the [ThriftLine](#), you will need your TSP account number and 4-digit TSP Personal Identification Number (PIN).

Civilian TSP participants who are members of the Ready Reserve — If you are a civilian TSP participant with an outstanding TSP loan and are placed in non-pay status to perform military service, make sure your agency provides the TSP with documentation to certify your status and suspend loan payments. The Internal Revenue Code allows the TSP to suspend loan payments for all participants placed in non-pay status for up to one year of

non-pay. However, participants placed in non-pay status to perform military service for more than one year are authorized suspension of loan payments for the entire period of military service. For more information, see the Fact Sheet [Effect of Nonpay Status on TSP Participation](#).

TSP RATES OF RETURN

Rates of Return were updated on January 3, 2008

(Figures in parenthesis indicate a negative return)

	G Fund	F Fund	C Fund	S Fund	I Fund
November 2007	0.33%	1.88%	(4.20%)	(5.65%)	(3.72%)
December 2007	0.41%	0.25%	(0.66%)	(0.40%)	(2.25%)
Last 12 Months	4.87%	7.09%	5.54%	5.49%	11.43%

(01/01/2007-12/31/2007)

*The G, F, C, S, and I Fund returns for the last 12 months assume unchanging balances (time-weighting) from month to month, and assume that earnings are compounded on a monthly basis.

	L 2040	L 2030	L 2020	L 2010	L Income
November 2007	(3.36%)	(2.94%)	(2.33%)	(1.21%)	(0.44%)
December 2007	(0.82%)	(0.63%)	(0.54%)	(0.13%)	0.07%
Last 12 Months	7.36%	7.14%	6.87%	6.40%	5.56%

(01/01/2007-12/31/2007)

*The monthly G, F, C, S, and I fund returns represent the change in their respective share prices for the month. The changes in share prices reflect net earnings after accrued TSP administrative expenses have been deducted. The F, C, S, and I fund share prices also reflect the deduction of trading costs and accrued investment management fees.

The TSP is a retirement savings plan for civilian federal employees. The monthly G, F, C, S, and I Fund returns represent the actual total rates used to allocate monthly earnings to participant accounts. Allocations are usually completed by the fourth business day of the month. The returns are shown after deduction of accrued TSP administrative expenses. The F, C, S, and I Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The TSP performance history for the past 12 months can be accessed through the following link:

http://www.tsp.gov/curinfo/annuity_history.html

By working faithfully eight hours a day you may eventually get to be boss and work twelve hours a day.

~ Robert Frost ~

HOLIDAY/LIBERAL LEAVE SCHEDULE FOR CY 2008

Holiday	Date Designated	Training/ Liberal Leave
New Year's Day	01 Jan 2008	31 Dec 2007
MLK's B-Day	21 Jan 2008	22 Jan 2008
President's Birthday	18 Feb 2008	19 Feb 2008
Memorial Day	26 May 2008	27 May 2008
Independence Day	04 Jul 2008	03 Jul 2008
Labor Day	01 Sep 2008	02 Sep 2008
Columbus Day	13 Oct 2008	None Designated
Veterans' Day	11 Nov 2008	None Designated
Thanksgiving Day	27 Nov 2008	None Designated
Christmas Day	25 Dec 2008	None Designated

MEDDAC HOLIDAY/LIBERAL LEAVE SCHEDULE FOR FY 2008

Holiday	Date Designated	Training/ Liberal Leave
Columbus Day	08 Oct 2007	None Designated
Veterans' Day	12 Nov 2007	None Designated
Thanksgiving Day	22 Nov 2007	23 Nov 2007
Christmas Day	25 Dec 2007	24 Dec 2007
New Year's Day	01 Jan 2008	31 Dec 2007
MLK's B-Day	21 Jan 2008	None Designated
President's Birthday	18 Feb 2008	None Designated
Memorial Day	26 May 2008	None Designated
Independence Day	04 Jul 2008	03 Jul 2008
Labor Day	01 Sep 2008	None Designated

Scheduling of Annual Leave

NAIL

1. Article XVII, Section 3, of the Negotiated Agreement between Fort Polk, Louisiana, and NAIL Local R5-168 provides in pertinent part:

"The Employer will make an effort to allow each employee a vacation period of at least two consecutive weeks annually. Not later than March of each leave year employees will be requested to submit proposed dates for this vacation period. As soon thereafter as practicable, the

leave schedule will be prepared and made known to the employees so that they can make their plans accordingly."

2. In order to avoid a violation of the Negotiated Agreement, managers and supervisors are reminded to (a) request employees to submit proposed dates for vacation periods not later than 31 March 2008 and (b) prepare and post a leave schedule and advise employees accordingly as soon thereafter as practicable.

3. Managers and supervisors desiring assistance and/or further information regarding the scheduling of annual leave should contact their assigned Human Resource Advisor at 531-4207/4020. Information regarding the requirements of the Negotiated Agreement may be obtained from the Labor Relations Specialist at 531-6500.

IAFF

1. Article XV, Section 3 and 4, of the Negotiated Agreement between Fort Polk, Louisiana, and IAFF Local F-215 address the scheduling of annual leave for vacation and holiday periods.

2. Section 3 provides in pertinent part:

"a. Subject to minimum staffing requirements, the Employer will make an effort to allow each employee a vacation period. Priority for the approval of leave requests will be as follows: (1)Two consecutive weeks (6 shifts); three to five shifts; and one to two shifts. Employees must submit leave requests for vacation periods not earlier than 1 January nor later than 31 January of each leave year.

b. The Employer will approve and post leave schedules for vacation periods not later than 1 March of each year."

3. Section 4 provides in pertinent part:

"a. For the purpose of this Article, holiday periods are defined as Independence Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

b. Employees must submit leave requests for holiday periods not earlier than 1 January nor later than 31 January of each leave year.

c. The Employer will approve and post the leave schedule for holiday periods not later than 1 March of each leave year."

4. In order to avoid a violation of the Negotiated Agreement, managers and supervisors are reminded to (a) request their employees to submit proposed dates for vacation and holiday periods not later than 31 January

2008 and (b) approve and post a leave schedule not later than 1 March 2008.

5. Managers and supervisors desiring assistance and/or further information regarding the scheduling of annual leave should contact the Human Resources Advisor assigned to their organization at 531-4207/7321. Information regarding the requirements of the Negotiated Agreement may be obtained from the Labor Relations Specialist at 531-6500.

NAF

1. Article XVI, Section 2, of the Negotiated Agreement between Fort Polk, Louisiana, and NAGE Local R5-168 (NAF) provides in pertinent part:

"The Employer will make an effort to allow each employee having a sufficient amount of accrued leave a vacation period of at least two consecutive weeks annually. Not later than March of each year, employees will be requested to submit proposed dates for this vacation period. As soon thereafter as practicable, the leave schedule will be prepared and made known to the employees so that they can make their plans accordingly."

2. In order to avoid a violation of the Negotiated Agreement, managers and supervisors are reminded to (a) request employees to submit proposed dates for vacation periods not later than 31 March 2008 and (b) prepare and post a leave schedule and advise employees accordingly as soon thereafter as practicable.

3. Managers and supervisors desiring assistance and/or further information regarding the scheduling of annual leave should contact the Human Resource Advisor assigned to their organization at 531-4207/4020 or NAF Personnel Officer at 531-4906. Information regarding the requirements of the Negotiated Agreement may be obtained from the Labor Relations Specialist at 531-6500.

TRAINING

HUMAN RESOURCES (HR) FOR SUPERVISORS COURSE

The HR for Supervisors course was developed by the Civilian Human Resource Agency (CHRA) to train supervisors in their responsibilities for civilian human resources management. This course is offered on a quarterly basis by the Civilian Personnel Advisory Center (CPAC) Staff. Not only are new supervisors encouraged

to attend, but this course is an excellent refresher for all supervisors. We encourage all supervisors “new” and “not so new” to attend this course. Remember “continuous learning” is the KEY to Success!

The course covers HR management legal and regulatory requirements, HR processes, HR services and HR automated tools designed to assist supervisors in requesting and tracking personnel actions.

HR for Supervisors is a 4.5 to 5 day course designed to teach civilian and military supervisors of appropriated fund civilian employees about their responsibilities for Civilian Human Resource (CHR) management. The course includes the following modules:

- Overview of Army CHR (includes Merit System Principles and Prohibited Personnel Practices)
- Position Classification (includes an introduction to CHR automated tools such as CPOL Portal)
- Staffing
- Human Resources Development
- Management Employee Relations
- Labor Relations
- Civilians Supervising Military (when the class includes civilian supervisors who supervise military personnel)
- Federal Employee Compensation Act (FECA) Presentation
- Safety Presentation
- SJA Presentation
- EEO Presentation
- ASAP Presentation

The dates that we will be conducting the course in FY 08 are as follows:

25-29 February 2008
12-16 May 2008
11-15 August 2008

Supervisors who are interested in attending or those who may desire additional information should call their servicing HR Specialist at the CPAC, 531-4020/4207.



If you have performed active military duty, including active duty for training, or periods of active duty that may have occurred during your civilian employment, and have not already made the Post 56 deposit, you should consider doing so at this time. An unpaid deposit may impact your retirement eligibility as well as your annuity.

If you are under the CSRS, information can be found at - <https://www.abc.army.mil/Information/ABCRetirement/Information/CSRSPost56.htm>.

If you are FERS, information can be found at - <https://www.abc.army.mil/Information/ABCRetirement/Information/FERSPost56.htm>.

You may also access CPB 07-07 (Retirement Deposits & Post-1956 Military Deposits-Fers) and CPC 08-07 (Retirement Deposits, Redeposits & Post-1956 Military Deposits-CSRS) at our CPAC web page <http://www.jrtc-polk.army.mil/cpac/CPB2007.htm>.



Are You Living a Heart-Healthy Lifestyle?

Part 1

“Understanding Cardiovascular Disease”

Taken from a web article from University of Utah website, www.health.utah.edu

Preventive Medicine Services

Health Promotion Program

Bayne-Jones Army Community Hospital

Each year, heart disease is at the top of the list of the country's most serious health problems. In fact, statistics show that cardiovascular disease is America's leading health problem, and the leading cause of death. Consider these statistics released by the National Center for Chronic Disease Prevention and Health Promotion of the Centers for Disease Control and Prevention (CDC):

- Heart disease is the leading cause of death for both men and women in the United States.
- In 2002, 696,947 people died of heart disease (51% of them women), accounting for 29% of all U.S. deaths.
- Heart disease is the leading cause of death for Native Indians and Alaska Natives, African Americans, Hispanics, and whites. Although

cancer is the leading cause of death for Asians and Pacific Islanders (accounting for 26.1% of all deaths), heart disease is a close second (26.0%).

- Heart disease is estimated to cost \$393 billion annually, including health care services, medications, and lost productivity.
- Studies among people with heart disease have shown that lowering high blood cholesterol and high blood pressure can reduce the risk of dying of heart disease, having a nonfatal heart attack, and needing heart bypass surgery or angioplasty.
- Studies among people without heart disease have shown that lowering high blood cholesterol and high blood pressure can reduce the risk of developing heart disease.

What is Cardiovascular Disease?

The cardiovascular system is made up of the heart and blood vessels. Cardiovascular diseases (CVD), as defined by the American Heart Association (AHA), include coronary heart disease, stroke, high blood pressure, and rheumatic heart disease.

Coronary Heart Disease (coronary artery disease, ischemic heart disease)

Coronary heart disease (CHD) is characterized by the accumulation of fatty deposits along the innermost layer of the coronary arteries. The fatty deposits may develop in childhood and continue to thicken and enlarge throughout the life span. This thickening, called atherosclerosis, narrows the arteries and can decrease or block the flow of blood to the heart and can eventually lead to a heart attack.

Stroke (brain attack)

Stroke, also called brain attack, occurs when blood flow to the brain is disrupted. Disruption in blood flow is caused when either a blood clot blocks one of the vital blood vessels in the brain (ischemic stroke), or when a blood vessel in the brain bursts, spilling blood into surrounding tissues (hemorrhagic stroke).

High Blood Pressure (hypertension)

Blood pressure, measured with a blood pressure cuff and stethoscope is the force of the blood pushing against the artery walls. High blood pressure means that there is

higher than normal pressure inside the arteries either during systole (when the heart contracts and pumps blood through the body), or during diastole (when the heart is at rest and is filling with blood). High blood pressure can cause the heart to have to work harder than normal when pushing the blood through the body.

Part 2

“Reducing Your Risks For Cardiovascular Disease”

How can I reduce my risk?

It is possible to reduce your risk of cardiovascular disease - by eliminating the risk factors you can control, and managing the risk factors you cannot control. Below you will find more information on making appropriate lifestyle changes that will help to lower your risk of cardiovascular disease.

What is a risk factor?

A risk factor is anything that may increase a person's chance of developing a disease. It may be an activity, such as smoking, diet, family history, or many other things. Different diseases, including cancers, have different risk factors.

Knowing your risk factors to any disease can help to guide you into the appropriate actions, including changing behaviors and being clinically monitored for the disease.

Primary risk factors for chronic disease

At the top of the Centers for Disease Control and Prevention list of primary risk factors for all chronic diseases are smoking, poor nutrition, and sedentary lifestyle.

Living a healthier lifestyle can help to prevent heart disease. This includes the following:

- eliminating all tobacco products
- adhering to a heart-healthy diet
- following an appropriate exercise program

Eliminating all Tobacco Products

You should be aware that all tobacco products are included as risk factors for chronic illness, not just cigarettes. And, although there may be medical uses from derivatives of some social drugs, such as alcohol, there is no therapeutic use for nicotine. As soon as you stop smoking, your body begins to heal itself from the devastating effects of tobacco.

Adhering to a Heart-Healthy Diet

One aspect of managing your heart attack risk factors includes eating a heart-healthy diet that includes appropriate levels of the following:

- calories
- cholesterol
- fat
- fiber
- sodium

To eliminate any confusion, the federal government has established a food pyramid and food labeling laws.

Maintaining a heart-healthy, balanced diet will help to accomplish the following:

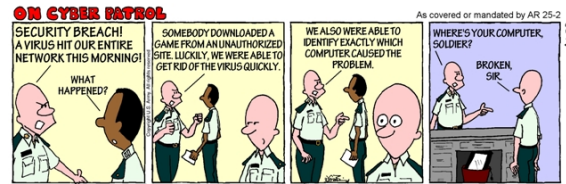
- manage stroke and heart-attack risk factors
- prevent or manage other chronic diseases
- assist in losing weight and boosting energy
- promote overall good health

Following an Appropriate Exercise Program

One vital step toward reducing your chances of having a heart attack is making the time to exercise. Today, with our fast-paced society, people must schedule time to exercise. Choose an activity that you enjoy doing, then talk with your physician about an exercise plan that meets your individual capabilities and needs. An exercise program will help in the management of almost all stroke and heart-attack risk factors.

Bayne-Jones Army Community Hospital offers monthly classes on heart healthy living which focus on understanding, preventing and managing heart disease. For more information on this class please contact Preventive Medicine Services, Health Promotion Section at 531-6880. In recognition of American Heart Awareness & Black History Month, Preventive Medicine Services at BJACH will provide wellness screening & counseling on Wednesday, 20 February 2008, from 10 AM to 2 PM at building 3504 Georgia Ave.

January 2008 On Cyber Patrol Download to the Danger Zone



It seems so innocent, downloading a game or other entertainment to pass the time during a tedious or stressful deployment. Yet, some of the dangerous cyber-critters that hitch a ride on many of those “fun” downloads make the fleas your dog brought home last summer seem like a welcome addition to the household.

Unauthorized downloads from unsecured sources expose your computer, your network, your data, your communications and everyone that depends on them to unnecessary danger. Some of these threats are only as annoying as fleabites. Others can bring down an entire network and delete or destroy mission critical data. Unfortunately, some people will never consider this a threat until it happens to them. Some recent incidents might make all of us reconsider that mind set.

A soldier at a military installation bypassed security safeguards on an Army computer to download and install a pirated version of a popular computer game. The pirated game included a malicious code that, without the user's knowledge, caused the computer to launch denial of service attacks against a computer in a foreign country. This was only discovered because of routine internal security procedures. Hijacking computers via hidden code in innocent appearing software is a typical cyber terrorism tactic. Unfortunately, it is a very successful ploy because people continue to download without regard to potential cyber threats. This might be somewhat understandable for a naïve cyber newbie. However, for military personnel operating under rules and regulations (AR 25-2 for example) designed to prevent this, it is unforgivable.

Still, downloading a pirated game is an innocent activity in comparison to other situations. For example, an Army computer user downloaded extremely inappropriate and very illegal content over an extended period of time. This criminal activity infected the computer with a virus that quickly spread to shared network folders and wiped out a considerable amount of files. Once the results of the viral attack were discovered, an internal investigation isolated and eliminated the virus and led to the capture (and we can assume prosecution) of the culprit.

These examples are just two of many – far too many – occurrences of improper downloads leading to destructive and malicious consequences. Hidden code can not only infect a network or hijack a computer for remote attacks, it can also secretly transmit keystrokes or communications that lead to the compromise of sensitive data. It can render expensive and mission-critical computer resources useless. While there are well-trained and very diligent personnel constantly ferreting out these dangers, the amount of time, effort and resources it requires to clean up after a download-caused incident is an unnecessary and very preventable waste.

Unauthorized downloads are not simply a matter of bending the rules a little or getting away with some inconsequential mischief. The fact is that this activity is a fast track to cyber danger that can put critical military operations and personnel at risk.

Did you Know?

We actually do not see with our eyes - we see with our brains. The eyes basically are the cameras of the brain. One-quarter of the brain is used to control the eyes.

If the amount of water in your body is reduced by just 1%, you'll feel thirsty.

Approximately two-thirds of a person's body weight is water. Blood is 92% water. The brain is 75% water and muscles are 75% water.

In 1900, a person could expect to live to be 47. Today, the average life expectancy for men and women in developed countries is longer than 70 years.

ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. Janette.Nolde@us.army.mil
2. Call 531-1847

Suggestions will be reviewed and addressed if at all possible.

DONALD R. MALLET
Director, Civilian Personnel
Advisory Center

***The CPAC wishes you a
Happy & Safe 2008 !***